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- C. such demotion shall require the prior approval of the Director of Education/Superintendent and the written consent of the employee.

**904.505      Developmental Promotions (KPP)**

- A. Promotions without competition may be made where at an earlier date, an employee was selected under an announcement (competitive examination) for a position with known promotion potential and the employee is now to be promoted to the higher level position, provided the employee:
  - 1. has completed the probationary period in the position he currently holds.
  - 2. meets the minimum qualifications of the higher grade position including any assembled examination requirements; and
  - 3. meets management's developmental criteria guidelines for advancement to the higher grade position.
- B. Types of KPP:
  - 1. KPP within a class or related class series not to exceed the highest non-supervisory level position within the series.
  - 2. KPP within a class series up to the supervisory position within the series (first line), provided the KPP position is no more than two levels below the supervisory position.  
  
*(NOTE: Organizational charts shall be utilized to determine the position for KPP.)*
- C. To be eligible for promotion without competition when the position is upgraded under these conditions, an employee must continue to perform the same basic functions and his

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former position must be absorbed in the new one. When an additional position is created, or when the new position is not a clear successor to the former position, non-competitive promotion is not authorized.

**904.506      Detail Assignments**

- A.      A detail is the temporary assignment to meet management needs of an employee to another position or to a group of specific duties and responsibilities for a specified period with the employee returning to his regular duties at the end of the detail. A position is not filled by a detail as the employee continues to be the incumbent of the position from which he is detailed, and his salary during the detail does not change. For details to unbudgeted positions, or to a group of specific duties and responsibilities, the Director of Education/Superintendent shall establish the position description upon the 30th day of the detail appointment.
  
- B.      Details shall be made only for meeting temporary needs of division, department or section programs such as:
  - 1.      emergency details - to meet emergencies occasioned by abnormal workload, change in organization, or unanticipated absences; or
  - 2.      pending description and formal classification of a new position; or
  - 3.      to replace an incumbent who is undergoing training.
  
- C.      All details in excess of 30 calendar days must be documented and approved by the Director of Education/Superintendent. No personnel action shall be transacted unless proper documentation is provided.
  
- D.      An employee shall not be detailed while serving a probationary period.
  
- E.      No employee shall be temporarily assigned or detailed to a